P94

United States
Department of
Agriculture

**Animal and
Plant Health
Inspection
Service**

Plant Protection
and Quarantine

Professional
Development
Center

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AUG 13 1982

DEPOSITORY

Guide to the Professional Development Center, Frederick, Md.

Available Facilities, Services and Transportation

A101.8:

Emergency Telephone Numbers

Ambulance and Fire Department	662-6333
Hospital (Emergency)	694-3500
City Police	663-6161
State Police	663-3101

Acknowledgements

The Professional Development Center extends its sincere appreciation to Peggy Bender, Supervisory Training Support Clerk and Candy Benner, Training Support Clerk for their outstanding efforts in preparing, organizing, and coordinating material for the production of this document.

Issued June 1982

Welcome to the Professional Development Center (PDC). That's a welcome I extend to you whether you have been with Plant Protection and Quarantine (PPQ) for only a few weeks or many years. Those in both groups have many things in common. Two commonalities are the desire and capacity to become more effective in carrying out a variety of job tasks daily and the intention to learn and grow on a personal basis. The staff at PDC work full time to ensure that you have the knowledge and skills that will ensure greater job satisfaction and success for you. Your comments and suggestions during your stay are encouraged so the staff can do a better job. Only with your active participation and comments will their training efforts be fully effective.

This handbook has been prepared to help you plan your trip to PDC as a reference guide during your stay. It is intended to be a supplement to communications between you and the staff before and during your training. Feel free to contact PDC for any information--the personnel there want to be helpful.

Harvey L. Ford

Harvey L. Ford
Deputy Administrator
Plant Protection and Quarantine

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THE PROFESSIONAL DEVELOPMENT CENTER

Welcome to the Professional Development Center.

Professional Development History

Throughout the early years in all of the Federal government, there was no provision for professional development and training of Federal employees. The prevailing philosophy was that an employee was hired to do a particular job and that he/she was qualified to do that job without additional training and development in the remainder of that person's career.

Until the 1950's, agriculture inspectors were armed solely with a catalogue of insect enemies of plants in foreign countries, the Plant Quarantine Act and previous education and experience. Officers were expected to learn the rest of their profession through on-the-job experience and memoranda. It was not until an emphasis on governmental excellence in the 1950's, in the form of the Government Employees Training Act of 1958, that funds were officially made available for training for job-related responsibilities.

At the same time, efforts to prevent the introduction of plant pests into the United States (U.S.) from abroad was becoming much more complex and difficult. Under the Plant Quarantine Division, the Atlantic coast area set about training its own port personnel in New York. The activity developed to a point such that a Technical Section was formed in the port office to include the training and identifier activities.

As early as 1952, a course was developed at the port which initiated the international training effort. Four regulatory officials--two from Brazil and two from Greece--were given technical training to improve their countries' plant quarantine regulatory efforts.

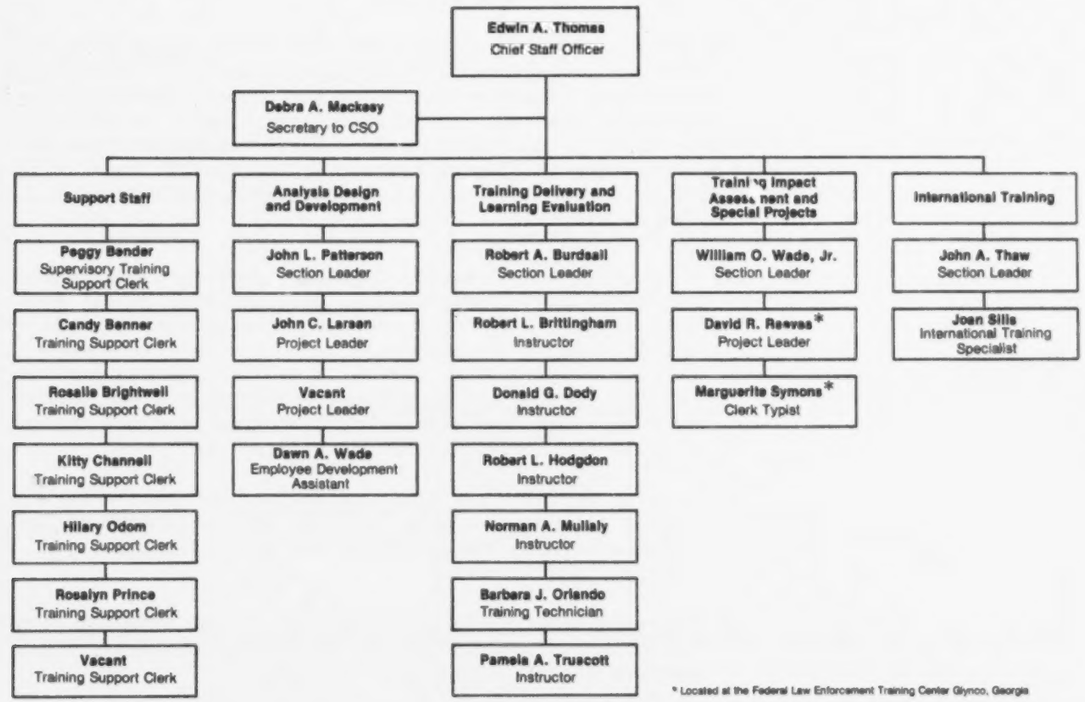
With the New York training effort becoming more extensive, inspectors from other regions were sent there for training. Then, in 1956, with the need for training fully recognized and supported, the Plant Quarantine Division Training Center enrolled its first class. Specialized instructors taught entomology, plant pathology and nematology and resource personnel were brought in from Idlewild Airport (now JFKIA) and the Hoboken Plant Importation Branch for procedural and specialized information. Inspectors were in residence for training for a 6-month period.

Thirty-six classes later in 1971, the Training Center was moved from New York to Battle Creek, Michigan. Other instructional units were added reflecting the growing complexity of the work. During the 1970's, courses were developed in biological control, animal product detection and regulation, pesticides, and others.

It was not until the late 1960's that any coordinated emphasis was put on training for domestic regulatory and control officers in the Plant Pest Control Division, when a staff training officer position was established at headquarters. The function of this position was largely one of coordinating agency level training programs and providing direction and guidance to field supervisors. Domestic training needs began to receive greater attention when Plant Quarantine Division and Plant Pest Control Division were merged in 1972 along with the dual training efforts.

The entire effort to deliver quality training to all elements of PPQ was consolidated and relocated in Frederick, Maryland, in September, 1979. The relocation has increased the opportunity for practical training at several nearby ports and field locations and is closer to resource personnel located at Washington and Hyattsville.

. PDC Staff



. PDC Mission

The mission of PDC is aimed at ensuring that PPQ employees and other persons have the technical knowledge and skills necessary to accomplish program goals.

The center develops and uses a number of different techniques to carry out the training and development function: instructor/trainee classroom or workshop situations, self-instructional materials, and train-the-trainer efforts where

an employee is taught the material and then taught how to deliver the training to peers at the home station.

Although PDC training opportunities depend on program demands, some typical offerings include new officer basic training, noxious weed identification and regulation, animal product training, export certification, endangered species, biological control, and pesticide training. In addition, PDC works closely with the U.S. Customs Service and the Immigration and Naturalization Service and provides an on-site trainer at the Federal Law Enforcement Training Center, Glynco, Georgia, to train cooperating officers in agricultural inspection responsibilities.

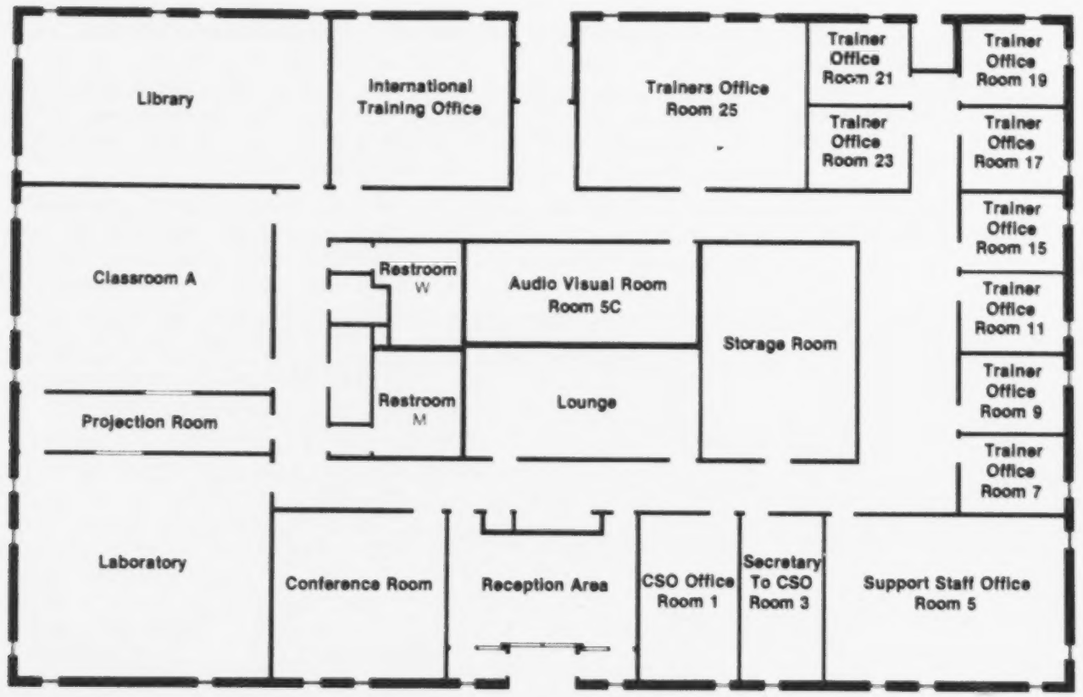
PDC programs are carefully analyzed, developed and assessed to assure that high quality training is provided to meet the real performance needs of the organization. Training events move through three different processes as they are delivered to trainees:

-Analysis, Design and Development--Identifying the performance need, or potential need, and developing a program to match trainee performance requirements in the current or upcoming situation.

-Training Delivery and Learning Evaluation--Delivering the devised training program to trainees using the most effective methodology. The extent to which trainees acquire new knowledge and skill is assessed to determine if the training is effective.

-Impact Assessment--Determining whether the training actually changes the trainee's performance on the job so that the newly acquired skill or knowledge improves organizational performance.

. PDC Building Layout



. The Resource Center

PDC has a growing collection of reference books, periodical materials and audiovisual aids. Individual study space is available for students. A member of the PDC support Staff acts as the Library Assistant and is responsible for assisting students in their utilization of the library. Students are allowed to check out any of the library materials for short term use.

· PDC Hours

PDC opens at 7:00 a.m. and closes at 5:00 p.m. Monday through Friday. Regular classroom courses are scheduled from 8:00 a.m. to 4:00 p.m.

· Absences

Annual leave is not allowed while trainees are detailed to the Center,except for emergencies. Emergency leave--either sick or annual--must be approved by individual class coordinators and an SF-71 (Application for Leave) completed before a student may take emergency leave.

· Telephone Calls

During the day, students will be notified immediately of any emergency calls. Telephone messages for routine calls are taken and posted on the student bulletin board located in the lounge. It is the responsibility of each student to check the board for telephone calls.

All students are requested to restrict personal incoming calls to emergency calls only. Arrangements should be made to call family and friends after hours.

· Mail

A student mail box is located in the lounge. Mail is delivered to the Center once a day and any mail for students is placed in the student mail box when received. All outgoing mail is to be deposited in the mail basket in the reception area. All government checks will be placed immediately in the PDC safe and a notice of receipt placed on the student bulletin board. The mailing address for the Center is: USDA, APHIS, PPQ, Professional Development Center, 195 Thomas Johnson Drive, Frederick, MD 21701-4389.

· Conduct

Smoking and eating are confined to the lounge and not allowed in the classrooms, conference room, laboratory, library, audiovisual room or projection room.

No special dress requirements are in force but a business-like, professional atmosphere is encouraged. Clothing that distracts--T-shirts, undershirts, tank tops, fishnet shirts, halter tops, and message shirts-- are discouraged.

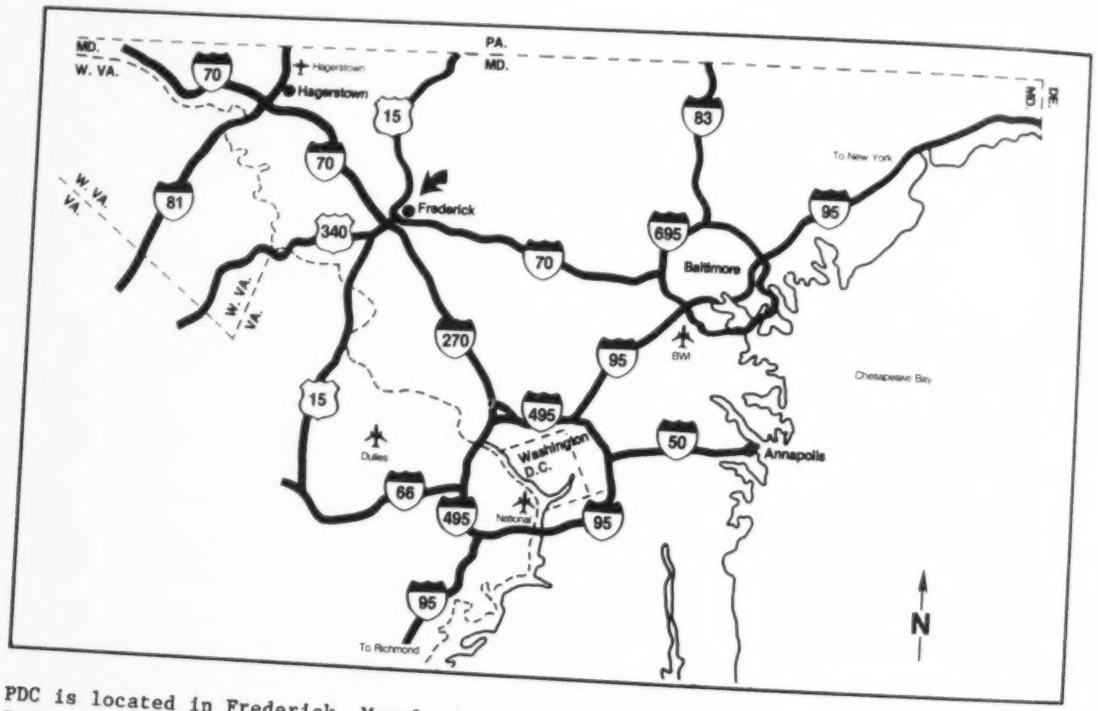
Frederick's weather is quite seasonal. Summer temperatures often range up to the 80's and 90's with high humidity and occasional rain. Winter temperatures can dip from 10 degrees F to freezing with occasional rain or snow. Raincoats or light jackets during summer are recommended. Classroom temperatures are frequently as low as 68 degrees F so sweaters and other warm clothing during winter months are advisable.

Throughout the training period, each student is expected to conduct themselves in an ethical manner that reflects positively on the U.S. Department of Agriculture and Plant Protection and Quarantine.

Bill Friedman, Nematologist, Biological Assessment Staff and Jan Bruns, PPQ Officer, search for a nematode.

Professional Development Center Location

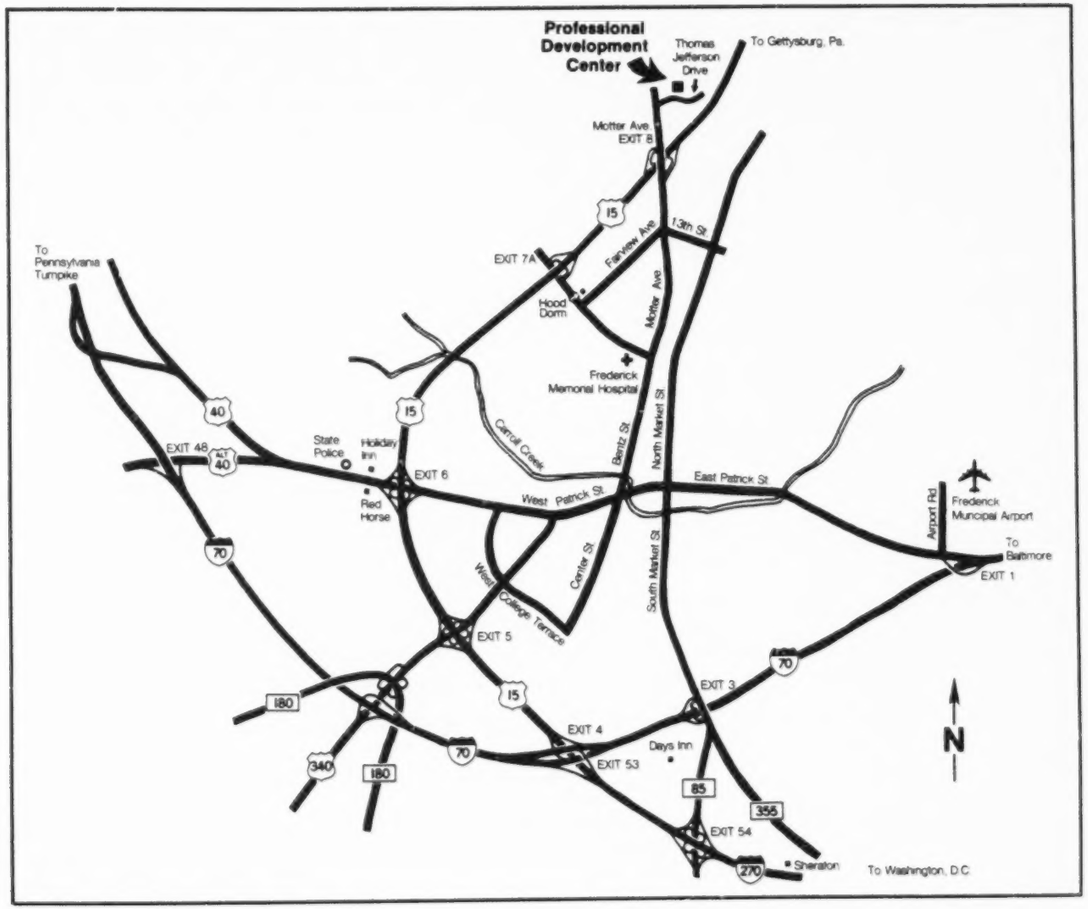
- Location of Frederick



PDC is located in Frederick, Maryland, 50 miles northwest of Washington, DC and Baltimore, and 45 miles northwest of Hyattsville, Maryland. Frederick County is in the rolling range of the Catoctin Mountains in west-central Maryland.

PPQ employees sent to the Center are traveling at government expense, so care should be taken in selecting transportation that is reasonable. In selecting transportation to Frederick, one should consider the total cost of the transportation, per diem, overtime, lost worktime, energy conservation, total distance of travel, the number of points visited, and the amount of travelers.

• PDC Location in Frederick



Transportation to PDC

. Auto

A GSA or APHIS car should be used if you are within driving distance of Frederick. If it is your choice to drive your personal car instead of an available government vehicle, mileage may be reimbursed if approved by your supervisor. If a government vehicle is not available to you and you choose to drive your personal vehicle, mileage will be reimbursed and total payment will be determined on a recontructed travel voucher.

Trainees who live less than 30 miles or 45 minutes driving time from the Center will be expected to commute to classes.

. Rail

National Railroad Passenger Corporation (AMTRAK) Metroliner coach service is available in the northeast corridor between Washington and New York and points between. If you choose, instead, to drive your own car, you will be responsible for any additional travel costs, and annual leave will be charged for any additional worktime lost.

. Air

In accordance with APHIS Bulletin 81-20 dated April 30, 1981, it is each employee's obligation to use the General Service Administration mandatory contract airline service between selected cities. Please refer to APHIS Bulletin 81-20 for additional information.

*Frederick Limousine, Inc. is available from each of the airports to any location in Frederick. Washington National Airport and Dulles International Airport service is by reservation only--301/694-6404. Baltimore-Washington International Airport schedule is as follows:

Leave BWI	8:30 a.m.	4:30 p.m.	9:00 p.m.
Arrive Frederick	9:40 a.m.	5:40 p.m.	10:10 p.m.

Trips are available at other times by appointment--301/694-6404. The average cost for Frederick Limousine, Inc. service from all three airports is $30.00.

*For new officer training, PDC will notify participants in advance of any special arrangements we can make to facilitate transportation to and from the airports.

Flying to Baltimore Washington International Airport ,the following means of transportation are available:

1. Preferred:

   a. Frederick limousine from airport to loodging at Frederick. Total estimated cost $30.00.

   b. Commercial transportation to Baltimore Bus Station. Bus to Frederick Bus Station. Taxi from Bus Station to lodging. Total estimated cost $30.00..

2. Alternate: Taxi from airport to lodging at Frederick. (This should be used only when two or more people are traveling together.) Total estimated cost $60.00.

Flying to Washington-National Airport the following means of transportation are available:

1. Preferred:

   a. Frederick limousine from airport to lodging in Frederick. Total estimated cost $30.00.

   b. Taxi to Washington Greyhound Bus Station. Bus to Frederick Bus Station. Taxi from Bus Station to lodging. Total estimated cost $35.00.

2. Alternate: Taxi from airport to lodging in Frederick. (This should be used only when two or more people are traveling together.) Total estimated cost $60.00.

Flying to Dulles International Airport , the following means of transportation are available:

1. Preferred:

   a. Frederick limousine from airport to lodging in Frederick. Total estimated cost $30.00.

   b. Airport limousine (shuttle) to Washingtron National Airport. Taxi to Washington Greyhound Bus Station. Bus to Frederick Bus Station. Taxi to lodging. Total estimated cost $40.00

2. Alternate: Taxi from airport to lodging in Frederick. (This should be used only when two or more people are traveling together.) Total estimated cost $60.00

- Bus

Buses run regularly to Frederick. Check with your local bus line for schedules. Take a taxi from the Frederick Bus Station to lodging.

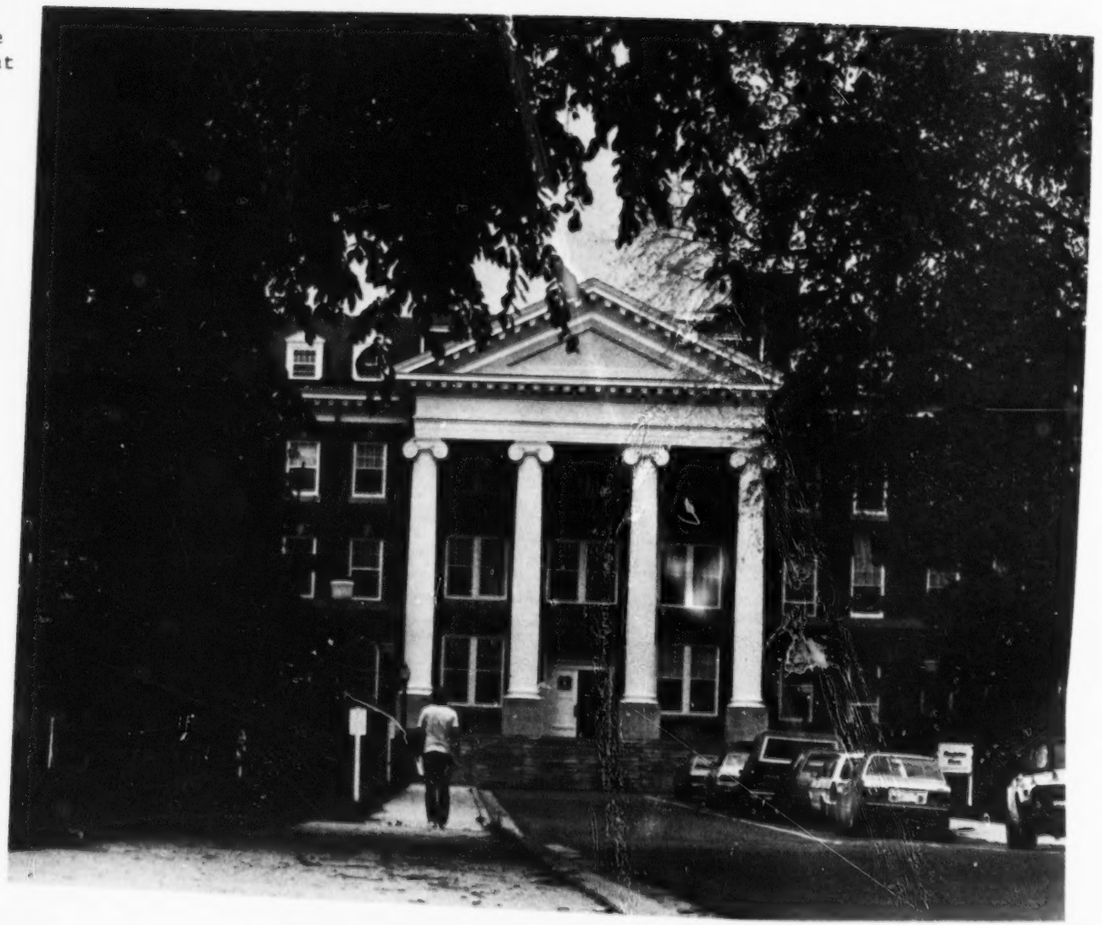
Frederick Greyhound Station--301/663-3311
E. All Saints St.
Frederick, MD 21701

Washington Greyhound Station--202/565-2662 (Greyhound Info.)
1110 New York Ave., NW.
Washington, DC 20005

Baltimore Greyhound Station--301/744-9311 (Greyhound Info.)
601 North Howard St.
Baltimore, MD 21215

Break time
PPQ Officers, (left) Eileen Conrad and (right) Mary Douglass, take a moment from their studies.

Cultural and recreational events are often available for students after hours at Hood College.



Local Services

. Local Transportation

Frederick Transit System, 662-5161. Service: Monday-Saturday, 7:30 a.m. to 10:30 p.m. A schedule is available from Center staff. Taxis or local buses are available for travel to and from restaurants and entertainment from lodging, but the cost incurred is included in the allotted per diem rate. Refer to Federal Travel Regulation 101-7, APHIS Directive 351,1, 1-7.1.b for further clarification.

. Check Cashing Service

Students' names are provided to the Fredericktown Bank and Trust located at the corner of Thomas Johnson Drive at the Amber Meadows Professional Center. Government checks, money orders, and travelers checks can be cashed. Personal checks are very difficult if not impossible to cash; therefore, we urge you not to depend on the cashing of personal checks as a source of money while in Frederick. Banking hours are from Mon.-Thurs. (lobby) 9:00-2:00, (drive-in window) 9:00-5:30; Friday (lobby) 9:00-2:00 and 5:30-8:00, (drive-in window) 9:00-8:00. Telephone: 662-8231.

. Religious Services

Over 220 churches of practically every denomination are located in Frederick City or County.

. Hospital

Frederick Memorial Hospital is located on West Seventh Street with an emergency room. Telephone: 694-3500.

. Laundromat

Norge Laundry and Cleaning Village
432 W. Patrick St., Frederick, MD
Telephone: 663-9776

Wash o Clean
742 N. Market St., Frederick, MD
Telephone: 694-9226

West End Laundry Center
33 S. Jefferson St., Frederick, MD
Telephone: 663-9631

Eddie's Cleaners & Launderers
Frederick Towne Mall, Frederick, MD
Telephone: 662-0671

Launderette
Seventh Street Shopping Center
Frederick, MD

· Post Office

Seventh Street Shopping Center, Frederick, MD
8:30-5:00 Mon.-Fri.
8:30-12:00 Saturday

· Pharmacies

Peoples Drug
Seventh Street Shopping Center-662-5888 and Frederick Towne Mall-662-9522
See Yellow pages for additional services.

· Automotive Rental

Marjon Car Leasing and Renting (Hertz)
131 W. Patrick St.
Frederick, MD
Telephone: 662-2626
8:00-5:00--Mon.-Fri.
Two-day minimum car leasing. Will accept out-of-State drivers license.

Discount Rent-A-Car of Frederick
W. Patrick St., Ext.
Frederick, MD
Telephone: 694-8188
8:30-5:00 Mon.-Fri.
8:30-3:00 Saturday
Lease automobile by day or week. If out-of-State drivers license, a major credit card or government identification card is required.

Local Activities

. Historical Sites

Schifferstadt (10-4 daily)
1110 Rosemont Ave.
Telephone: 663-1611

Monocacy Battlefield
MD 355 South

The Home and Museum of
Chief Justice Taney
121 South Bentz St.

Barbara Fritchie
House and Museum
W. Patrick St.

. Area Attractions

River and Trail Outfitters (C&O Canal near Harpers Ferry)
Valley Rd., off US 340
Knoxville, MD
Telephone: 834-9950
Raft and canoe trips, cross-country skiing, hiking, camping, and fishing supplies, bicycles rentals.

Tourmobile Sightseeing
1000 Ohio Drive, SW.
Washington, DC 20024
Tour information 202-554-7950
The complete tour of Washington, Arlington Cemetery and Mount Vernon via tourmobiles. Brochures available in the PDC lounge for dates, times, cost and ticket information.

Luray Caverns, Virginia
Guided tours are available for your enjoyment. See brochures in the PDC lounge for detailed information.

The Weinberg Center for the Arts
20 W. Patrick St.
Frederick, MD
Telephone: 694-8585
A Cultural Center for all the performing and static arts of Frederick City and County.

Hood College
Rosemont Ave.
Frederick, MD
Telephone: 663-3131
The college has a variety of programs open to the public.

Gambrill State Park
6 mi. NW of Frederick
off I70 via U.S. 40
Improved campsites (45), picnic sites, fishing, hiking, interpretive programs, nature center, self guiding trails.

Cunningham Falls State Park
15 mi. N. of Frederick,
off U.S. 15
Improved campsites (31), picnicking, concession, boat rental, winterized facilities, boat launching, play area, hiking, swimming, fishing.

Baker Park
Carroll Parkway
Frederick, MD
This 44-acre park is in the heart of the city. The park contains tennis courts, a swimming pool, baseball, diamonds, picnic facilities and musical concerts during the summer months. In the winter, the lake is a popular ice skating area.

Skatehaven Roller Rink
194 Thomas Johnson Drive
Frederick, MD
Telephone: 662-2662
Skating rink facility for all ages.

YMCA
29 N. Market St.
Frederick, MD
Telephone: 663-5131
If you have a membership at another YMCA you can use these facilities free of charge. No short-term membership is available.

Frederick Racquet Club
194 Thomas Johnson Drive
Frederick, MD 21701
Telephone: 694-7515
Short-term memberships. (Students are reluctant to use facilities because of the exorbitant fee.)

PPQ AT THE FEDERAL LAW ENFORCEMENT CENTER

All staff members of PDC are located in Frederick, MD, except two--David Reeves and Marguerite Symons. Both are stationed at the Federal Law Enforcement Training Center (FLETC), Glenco, Georgia. This facility is a bureau of the Department of Treasury and serves as an interagency training facility for Federal Law Enforcement personnel. David's primary function at FLETC is to provide orientation and training in the enforcement of agriculture regulations at ports of entry for all new U.S. Customs (USC) and Immigration and Naturalization Service Officers (INS). This is accomplished as part of the basic training all new USCS and INS officers receive at Glynco. David is responsible also for developing and conducting a variety of other training programs for PPQ cooperators. Marguerite provides the necessary clerical support. The address and telephone number at Glynco are:

USDA, APHIS, PPQ
Federal Law Enforcement Training Center
Bldg. 20, Rm.202
Glynco, GA 31524
FTS: 230-2606

Contact this section of the staff when you have questions or concerns relative to:

-U.S. Customs and Immigration and Naturalization Service Officers basic training.

-Mexican Border Cross--Designated Inspector Training

-Military Cooperator Training

NOTES

NOTES

COMMENTS

Any comments or suggestions regarding this Guide would be appreciated. Please fill out this questionnaire and return to:

USDA, APHIS, PPQ
Professional Development Center
195 Thomas Johnson Drive
Frederick, Maryland 21701

1. Were you able to find what you were looking for in this Guide?

2. Is the format easy to follow?

3. Is there anything else that should be included in this Guide?

4. Do you have any further comments or suggestions?

*U.S. Government Printing Office : 1982 -522-002/3329